

9-19-1973

Board of Regents Meeting Minutes and Agenda, September 19th, 1973

University of Texas at Tyler

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AGENDA
BOARD OF REGENTS MEETING
TYLER STATE COLLEGE

4:00 p.m., September 19, 1973

I. Invocation

II. Approval of Minutes, August 2, 1973

REPORT: Each of you has been sent a copy of the Minutes of the August 2, 1973 Meeting of the Board of Regents. Are there any additions or corrections to the Minutes of the August 2, 1973 Meeting?

Motion: _____

Second: _____

BOARD ACTION: That the Minutes of the August 2, 1973 Meeting of the Board of Regents of Tyler State College be approved as read.
(approved) (disapproved)

III. Approval of Agenda

REPORT: Each of you was furnished a copy of the letter to the Secretary of State in accordance with Senate Bill 260, Sixty-First Legislature, Regular Session, 1969, advising him of this meeting and furnishing him a copy of the items to be considered today. Do I hear a motion to approve the agenda?

Motion: _____

Second: _____

BOARD ACTION: That the agenda of the Board of Regents Meeting as presented to the Secretary of State pursuant to Senate Bill 260, Sixty-First Legislature, Regular Session, 1969, be approved.
(approved) (disapproved)

IV. Report of Standing Committees

A. Executive Committee - Jack C. Morgan and Robert G. Schleier

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B. Academic and Personnel Committee - Regent B. H. McVicker, M.D.
Personnel

REPORT: A report concerning personnel matters will be presented in accordance with instructions from the committee chairman.

Motion: _____

Second: _____

BOARD ACTION: Appropriate Board action will be taken upon consideration of the Academic and Personnel Committee.
(approved) (Disapproved)

C. Campus and Building Committee - Regent Neal E. Velvin
Architectural Planning

REPORT: A report concerning schematic design work, as well as architectural planning generally, will be presented in accordance with instructions from the committee chairman.

Motion: _____

Second: _____

BOARD ACTION: Appropriate Board action will be taken upon consideration of the architectural planning report.
(approved) (disapproved)

D. Finance and Appropriations Committee - Regent C. Quentin Abernathy
Budget Changes

REPORT: The Finance and Appropriations Committee recommends that the Board of Regents authorize budget changes recommended by the College administration to permit the institutional functions of telephone service, printing service, and bookstore service to be expanded in accordance with the current operational needs.

Motion: _____

Second: _____

BOARD ACTION: That the Board of Regents approve the budget change recommendations of the College administration and the Finance and Appropriations Committee.
(approved) (disapproved)

E. Legal Committee - Regent Dean W. Turner

✓ 1. Approval of Statement for Legal Services

REPORT: The Legal Committee recommends that the Board of Regents authorize the payment for legal services performed by Harry Loftis for the month of July, 1973, in the amount of \$250 and the month of August, 1973, in the amount of \$250 as shown in Exhibits A and B.

Motion: _____

Second: _____

BOARD ACTION: That the Board of Regents approve the payment for legal services performed by Harry Loftis for the months of July and August, 1973, in the amount of \$500. (See Exhibits A and B.) (approved) (disapproved)

✓ 2. Ratification of Contract for Faculty Office Space

REPORT: Through open and competitive bidding the State Board of Control has advertised for bids for some 4300 square feet of office space, and it has been determined that Sol Roosth and Robert Muntz, Trustees, have submitted the lowest and best bid for such space at a total monthly rental cost of \$640 per month, and the proposed lease contract has been reviewed by the State Board of Control, by the Attorney General of the State of Texas, by the Legal Committee, and by the College attorney. Also, the lease contract is within the terms as previously set out by the Board of Regents and within the budget. It is therefore, the recommendation of the administration that the Board of Regents ratify the lease contract for faculty office space for Tyler State College.

Motion: _____

Second: _____

BOARD ACTION: That the Board of Regents hereby ratify the approval of the lease contract by and between Sol Roosth and Robert Muntz, Trustees, and Tyler State College, which contract is dated the 8th day of August, 1973, and which is further designated as Lease No. TYS-4924L-Tyler, which lease contract is hereby made a part of the Minutes of the Board.

✓ 3. Approval of Depository Contract

REPORT: At the request of the Finance and Appropriations Committee, the Citizens First National Bank of Tyler has prepared a Depository Contract which sets forth the terms under which the bank will act as depository for Tyler State College funds. The contract has been reviewed by the Legal Committee and the College attorney, as well as the Finance and Appropriations Committee.

Motion: _____

Second: _____

BOARD ACTION: That the Board of Regents hereby approve the Depository Contract as presented and authorizes its execution in the name of the Board of Regents by President James H. Stewart, Jr.

✓ 4. Contract For Telephone Service

REPORT: Tyler State College has outgrown its telephone system and it is necessary to work with Southwestern Bell Telephone Company to upgrade our institutional telephone service. In this connection, the administration is required to enter into a routine Contract for Service agreement in order for Southwestern Bell Telephone Company to order the equipment that will provide adequate service for the institution. It is the recommendation of the administration to the Board of Regents that the administration be authorized to contract for a new telephone system described as a 756-A 60 Station Dial Private Branch Exchange System with 4-A Console. Further, it is reported that the actual delivery and installation of the new equipment cannot be made until approximately six weeks after the contract has been signed. Additionally, the monthly equipment charges for the new system will cost approximately \$250 per month more than the present system. However, adequate funds are included in the budget to cover the additional cost because of administrative planning for this expected telephone system change. Therefore, adequate funds are included in the present institutional budget to cover the additional cost.

Motion: _____

Second: _____

BOARD ACTION: That, upon the recommendation of the President and the Legal Committee, the Board of Regents hereby approves the contract for telephone services and authorizes the President to execute the contract and make the said contract a part of the Minutes of this Board. (approved) (disapproved)

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5. Contract for Computer Services

REPORT: Tyler State College is offering a course entitled "Data Structures" during the Fall Semester, 1973, and this course requires that students have the availability of a minimal amount of computer time for running and checking programs which they develop in their course work. In order to provide this minimal computer time for academic purposes the administration recommends that the College contract with East Texas Data Center, Tyler, Texas, according to the terms of the "Letter of Agreement" which has been approved by the Legal Committee and the College attorney.

Motion: _____

Second: _____

BOARD ACTION: That the Board of Regents hereby approve the "Letter of Agreement" as presented between East Texas Data Center and Tyler State College and authorize the execution of the agreement by the administration.
(approved) (disapproved)

V. Report and Recommendations of the President of the College

VI. Reports of Special Committees

VII. Unfinished Business

VIII. New Business

IX. Adjournment

Motion: _____

Second: _____

Time: _____

MINUTES

Special Called Meeting of

BOARD OF REGENTS

TYLER STATE COLLEGE

Held on the Campus of
Tyler State College
Tyler, Texas

September 19, 1973

The Board of Regents, Tyler State College, convened at 4:00 p.m., September 19, 1973, with seven members present: Chairman Jack C. Morgan, Robert G. Schleier, Neal E. Velvin, C. Quentin Abernathy, H. J. McKenzie, B. H. McVicker, M.D., and Dean W. Turner. Two members were not in attendance: Jeff Austin, Jr. and David K. McKie.

Also present were Dr. James H. Stewart, Jr., President; Dr. Bill L. Turney, Vice President for Academic Affairs; John R. Sawyer, Vice President for Fiscal Affairs; James S. Powell, Director of Public Information Office of Tyler State College; John R. Pierce, Director of the Physical Plant of Tyler State College; Mrs. Lou Love, Secretary to the President; Harry Loftis of Loftis, Rowan and Files Law Office; Ted Farnes and Archie Whitfield, from the Tyler Morning Telegraph newspaper; and William T. Steely and Frank Lawyer, from Caudill Rowlett Scott architectural firm.

The meeting of the Board of Regents, Tyler State College, was called to order by Chairman Morgan.

ITEM 1: INVOCATION

Regent Robert G. Schleier brought the invocation for the Special Called Meeting of the Board of Regents of Tyler State College.

ITEM 2: APPROVAL OF MINUTES, MEETING OF AUGUST 2, 1973

On motion of Regent McKenzie, and seconded by Regent McVicker, the Board unanimously approved the Minutes of the meeting of August 2, 1973.

ITEM 3: APPROVAL OF AGENDA

On motion of Regent Schleier, and seconded by Regent Abernathy, the agenda as submitted to the Secretary of State as required by Senate Bill 260, Sixty-First Legislature, Regular Session, 1969, was approved by the Board of Regents.

ITEM 4: PERSONNEL

President Stewart reported for the Academic and Personnel Committee, at the request of the chairman of the committee Dr. B. H. McVicker, that the persons named below have been approved by the appropriate vice president, the president, and are recommended for the positions and salaries as stated by the Academic and Personnel Committee. These individuals have been checked in accordance with the procedures adopted by the Academic and Personnel Committee and these checks were found to be positive.

Professional - Part Time

Mr. Billy Lizene Alexander, age 32, as part time Instructor of Art teaching one course, beginning September 4, 1973 through December 19, 1973, at a salary of \$900.

Mrs. Dru Corley Bain, age 49, as a part time Instructor of Art teaching one course, beginning September 4, 1973 through December 19, 1973, at a salary of \$1,000.

Mr. Jack L. Bain, age 47, as a part time Instructor of Art teaching one course, beginning September 4, 1973 through December 19, 1973, at a salary of \$1,000.

Dr. Marietta Crowder Walker, age 46, as a part time Instructor of Sociology teaching one course, beginning September 4, 1973 through December 19, 1973, at a salary of \$1,000.

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The following individuals have taught previously at Tyler State College. It is the recommendation of the president and the vice president for academic affairs that they be employed as part time instructors for the 1973 Fall Semester at the positions and salaries stated:

Dr. Robert M. Bandy, teaching one course in Business Administration, \$1,000.
Mr. F. R. Files, Jr., teaching one course in Law Enforcement, \$1,000.
Dr. Bhagwan S. Gupta, teaching one course in Business Administration, \$1,500.
Mr. Millard T. Harkrider, teaching two courses in Business Administration, \$2,400.
Dr. Peter J. Turano, teaching three courses in Political Science, \$3,000.

Classified

Mrs. Sandra Berner, age 23, Circulation Clerk in Library, beginning September 1, 1973, at an annual salary of \$3,996. Clerk I.

Mrs. Toni Gail Crawford, age 24, Secretary to the School of Mathematics and Science and the School of Humanities and Social Science, beginning September 1, 1973, at an annual salary of \$4,608. Clerk-Typist I.

Mrs. Phyllis Garrett, age 29, Print Shop Operator, beginning August 16, 1973, at an annual salary of \$4,920. Clerk I under the state classification schedule, group 2, step 2.

Mr. Morgan R. Gates, age 25, Watchman II, beginning September 10, 1973, at an annual salary of \$5,256. Watchman II under the state classification schedule, salary group 3, step 2.

Mrs. Gwendolyn Ann Green, age 24, Accounting Clerk I, beginning September 1, 1973, at an annual salary of \$4,920. Clerk I under the state classification schedule, group 2, step 2.

Mrs. Dana June Gregory, age 29, Secretary to the Dean of School of Business, beginning September 1, 1973, at an annual salary of \$4,920. Clerk I under the state classification schedule, salary group 2, step 2.

Mrs. Ellen Hogan, age 23, Telephone Operator, beginning September 1, 1973, at an annual salary of \$4,920. Clerk I under the state classification schedule, group 2, step 2.

Mr. John Phillip Peter, age 61, Watchman II, beginning September 1, 1973, at an annual salary of \$5,256. Watchman II under the state classification schedule, salary group 3, step 2.

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Mr. Robert Strode, age 43, Groundskeeper II, beginning August 1, 1973 at an annual salary of \$5,256. Groundskeeper II under the state classification schedule, group 3, step 2.

Mr. Robert E. Thomas, age 58, Building Mechanic III, beginning September 10, 1973, at an annual salary of \$7,080. Building Mechanic III under the state classification schedule, salary group 5, step 7.

Mr. John Henry Williams, age 59, Clerk II, beginning September 14, 1973, at an annual salary of \$6,000. Clerk II under the state classification schedule, group 4, step 4.

Resignations

Mr. Merle Clair Miller as Assistant Professor of Art. (Returned contract unsigned.)

Mr. Johnny Williams as Accounting Clerk. (Returned contract unsigned.)

BOARD ACTION: Regent Turner moved, and Regent Schleier seconded, that the Board of Regents approve the part time professional and classified personnel at the positions and salaries stated, along with the resignations of the two individuals, as recommended by the Academic and Personnel Committee. Motion carried.

ITEM 5: BUDGET CHANGES

Regent Abernathy reported that the College administration recommends that the Board of Regents authorize budget changes to permit the institutional functions of telephone service, printing service, and bookstore service to be expanded in accordance with the current operational needs. (Exhibit A)

BOARD ACTION: Regent Abernathy moved, and Regent McKenzie seconded, that the Board of Regents authorize the College administration to make the necessary budget adjustments to permit the institutional functions of telephone service, printing service, and bookstore service to be expanded in accordance with the current operational needs. Motion carried. (Exhibit A)

ITEM 6: APPROVAL OF STATEMENT FOR LEGAL SERVICES

Regent Turner reported that the Legal Committee recommends that the Board of Regents authorize the payment for legal services performed by Harry Loftis for the month of July, 1973, in the amount of \$250 and the month of August, 1973, in the amount of \$250 as shown in Exhibits B and C.

BOARD ACTION: Regent Turner moved, and Regent McVicker seconded, that

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the Board of Regents approve the payment for legal services performed by Harry Loftis for the months of July and August, 1973, in the total amount of \$500 as shown in Exhibits B and C. Motion carried.

ITEM 7: CONSIDERATION OF CONTRACT FOR COMPUTER SERVICES

Regent Turner reported that Tyler State College is offering a course entitled "Data Structures" during the Fall Semester, 1973, and this course requires that students have the availability of a minimal amount of computer time for running and checking programs which they develop in their course work. In order to provide this minimal computer time for academic purposes, the administration recommends that the College contract with East Texas Data Center, Tyler, Texas, according to the terms of the "Letter of Agreement" (Exhibit D) which has been approved by the Legal Committee and the College Legal Counsel.

BOARD ACTION: Regent Turner moved, and Regent Abernathy seconded, that the Board of Regents hereby approve the "Letter of Agreement" (Exhibit D) as presented between East Texas Data Center and Tyler State College and authorize the execution of the agreement by the administration. Motion carried.

ITEM 8: CONSIDERATION OF CONTRACT FOR TELEPHONE SERVICE

Regent Turner reported that Tyler State College has outgrown its telephone system and it has become necessary to work with Southwestern Bell Telephone Company to upgrade our institutional telephone service. In this connection, the administration is required to enter into a routine Contract for Service agreement in order for Southwestern Bell Telephone Company to order the equipment that will provide adequate service for the institution. It is the recommendation of the administration to the Board of Regents that the administration be authorized to contract for a new telephone system described as a 756-A 60 Station Dial Private Branch Exchange System with 4-A Console. Further, it is reported that the actual delivery and installation of the new equipment cannot be made until approximately six weeks after the contract has been signed. Additionally, the monthly equipment charges for the new system will cost approximately \$250 per month more than the present system. However, adequate funds are included in the budget to cover the additional cost because of administrative planning for this expected telephone system change.

BOARD ACTION: Regent Turner moved, and Regent Abernathy seconded, that upon the recommendation of the President and the Legal Committee, the Board of Regents hereby approve the Contract for Service agreement for a new telephone system described as a 756-A 60 Station Dial Private Branch Exchange System with a 4-A Console. Motion carried. (Exhibit E)

ITEM 9: CONSIDERATION OF CONTRACT FOR FACULTY OFFICE SPACE

Regent Turner reported that through open and competitive bidding, the State

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Board of Control has advertised for bids for some 4,300 square feet of office space, and it has been determined that Sol Roosth and Robert Muntz, Trustees, have submitted the lowest and best bid for such space at a total monthly rental cost of \$640 per month, and the proposed lease contract has been reviewed by the State Board of Control, by the Attorney General of the State of Texas, by the Legal Committee, and by the College legal counsel. Also, the lease contract is within the terms as previously set out by the Board of Regents and within the budget. It is therefore the recommendation of the administration that the Board of Regents ratify the lease contract for faculty office space for Tyler State College. (Exhibit F)

BOARD ACTION: Regent Turner moved, and Regent McVicker seconded, that the Board of Regents hereby ratify the approval of the lease contract by and between Sol Roosth and Robert Muntz, Trustees, and Tyler State College, which contract is dated the 8th day of August, 1973, and which is further designated as Lease No. TYS-4924L-Tyler, and which lease contract is hereby made a part of the Minutes of the Board; and further, that a letter of approval from the legal counsel of the College stating that the Board of Regents have the authority to enter into such a contract be made a part of the Minutes. Motion carried. (Exhibit F)

ITEM 10: EXECUTIVE SESSION

Chairman Morgan requested an executive session that convened at 5:10 p.m. The Special Called Meeting of the Board of Regents was reconvened at 6:00 p.m.

ITEM 11: CONSIDERATION OF APPROVAL OF DEPOSITORY CONTRACT

Regent Turner reported that at the request of the Finance and Appropriations Committee, the Citizens First National Bank of Tyler has prepared a Depository Contract which sets forth the terms under which the bank will act as depository for Tyler State College funds. The contract has been reviewed by the Legal Committee and the legal counsel for the College, as well as the Finance and Appropriations Committee.

After a lengthy discussion relative to rotating or accepting bids from banking institutions to serve as a depository for Tyler State College, it was the consensus of opinion that the present membership of the Board of Regents favors rotating the depository.

BOARD ACTION: Chairman Morgan stated that it was brought to the attention of the Board of Regents that the Citizens First National Bank of Tyler, Texas has accommodated Tyler State College by acting as its local depository bank during such time as it had nominal funds for deposit in said bank without charge. It further appears to the Board of Regents that the Tyler Clearing House Association had agreed that any of the banks in such Association should

enter into a depository contract with the college at the maximum highest rates permitted by the various regulatory bodies and that any certificates of deposits in amounts or for time periods that are not regulated, the interest rate would be negotiated by the parties. In view of such an agreement, it appeared to the Board that there would not be any necessity for placing such contracts for bids in that the Association had agreed that for the biennium beginning September 1, 1973, the Citizens First National Bank of Tyler, Texas would be the first depository for Tyler State College and therefore the Legal Committee moved that the contract submitted by the Citizens First National Bank of Tyler, Texas has been approved by counsel for Tyler State College, Mr. Harry Loftis.

Regent Turner moved, and Regent McVicker seconded, that with the foregoing statement by Chairman Morgan being made a part of the action of the Board of Regents, that the Board of Regents approve the Depository Contract as presented (Exhibit G) and authorize its execution in the name of the Board of Regents of Tyler State College by President James H. Stewart, Jr. Motion carried by a vote of six. Regent McKenzie abstained from voting for reason of being a member of the Board of Directors of the Citizens First National Bank of Tyler.

ITEM 12: REPORT ON PARKING FACILITIES

Regent McKenzie reported that parking facilities at the rear of the school have been completed and are now in use. The contract with the State Board of Control and the Tyler State College Educational Foundation, Inc. for a temporary campus at 100 E. Berta Street called for parking space to eventually accommodate 500 vehicles.

BOARD ACTION: Regent McVicker moved, and Regent Velvin seconded, that the Board of Regents authorize and direct the president to give written request to Mr. Henry M. Bell, Jr., president of the Tyler State College Educational Foundation, Inc., to provide additional parking spaces for the college on the property located between Gentry Parkway, North College, East Berta and North Broadway as soon as possible toward fulfillment of the Foundation's obligation to provide adequate parking for Tyler State College.

The Board of Regents further goes on record as greatly appreciating the Foundation's efforts in securing this additional parking for the college and recognizes the time and effort that have been expended by the Foundation and its members in securing such property for the college. Motion carried.

ITEM 13: ARCHITECTURAL PLANNING

Chairman of the Campus and Building Committee, Neal E. Velvin, asked the architects from CRS to show the Board of Regents the planning for the permanent campus that has been done as a result of the "Squatters" sessions held on September 10-14.

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Architects William T. Steely and Frank Lawyer showed slides to the group depicting planning and suggestions made by the administration and Campus and Building Committee.

BOARD ACTION: Regent Velvin moved that on the recommendation of the Campus and Building Committee, and Regent McVicker seconded, that the Board approve the schematic design for the permanent campus as presented by the architects today and authorized the architects to proceed with the design and development phase. Motion carried unanimously.

ITEM 14: ANNOUNCEMENTS

Jim Powell, Director of the Public Information Office, announced that Tyler State College will have an exhibit at the East Texas Fair. The model of the proposed buildings for the permanent campus will be on display, along with pictures, map showing hometowns of students, possible continuous slide presentation, and handout materials. Tyler State College personnel will be available at specified times to answer questions about the institution.

ITEM 15: REPORT AND RECOMMENDATIONS OF THE PRESIDENT

President Stewart covered the following items in his report to the Board of Regents:

1. Enrollment: A total of 541 students enrolled for the Fall Semester, with enrollment at this point being 513. Of this number, 83 are graduate students - an approximate figure that was projected for five years from now. The majority of students are from Smith County but a good number of students are from surrounding counties and as far away as Corsicana, Mt. Pleasant, Carthage, Marshall, Lufkin, and Houston.
2. Southern Association of Colleges and Schools: The visitation committee from the Southern Association of Colleges and Schools will be on the college campus September 26-28. The first official meeting will be a dinner at Willow Brook Country Club on September 26 with the committee, college personnel, and members of the Board of Regents.
3. Parking Facilities: There are 291 parking spaces to the north of the main building and 41 spaces immediately south of the main building.
4. Faculty Office Space: The faculty office building across the street will be ready for occupancy in a few days and will relieve some of the congested areas in the main building.
5. Employees: To date, Tyler State College has 69 employees with an annual payroll of approximately \$500,000.

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6. Library: The library has some 50,000 volumes at this time, and some of the furniture and equipment that were authorized by the Board of Regents has arrived.

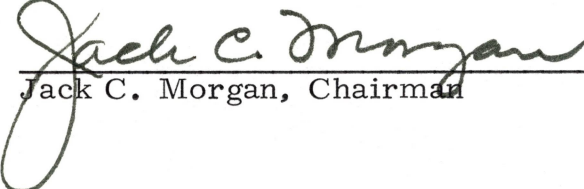
ITEM 16: ADJOURNMENT

On motion of Regent McVicker, and seconded by Regent Velvin, the meeting was adjourned at 7 p.m.



Neal E. Velvin, Secretary

APPROVED:



Jack C. Morgan, Chairman